



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

Terms of Reference (TOR)

For the provision of services related to the translation of the UNIDO Small Hydro Power Guidelines and Mini-Grid Toolkit into Portuguese

Strategic program to promote renewable energy and energy efficiency investments in the electricity sector of Sao Tome and Principe (ID 150124) Global Network of Regional Sustainable Energy Centres Platform Programme (ID 180301)

Date: 01 October 2021

1. GENERAL BACKGROUND INFORMATION

All members of the Community of Portuguese-Speaking Countries (CPLP)¹ have adopted ambitious plans for the promotion of renewable energy, energy efficiency, and climate change mitigation/adaptation. However, particularly in the CPLP countries in Africa, the uptake of the Renewable Energy & Energy Efficiency (RE&EE) technology markets is hindered by a broad range of demand-side and supply-side barriers, which need to be addressed simultaneously. Qualification and certification need particular attention. The development of inclusive sustainable energy technology markets in these countries requires a critical mass of professionals in the private and public sectors.

In most CPLP countries in Africa, including São Tomé and Príncipe, there is a lack of Portuguese quality programs and tools on sustainable energy issues and solutions. Since most countries intend to further develop the area of small hydro power and renewable energy mini-grids, there is a common need for dedicated tools. Therefore, UNIDO is supporting São Tomé and Príncipe and other CPLP countries in Africa in the translation of the *UNIDO Small Hydropower Guidelines* and the *Clean Energy Mini-Grid Policy Development Guide and Templates* from English to Portuguese. Due to their common language, history, culture and technical standards, CPLP countries share particular needs and requirements. The tools will be used for future south-south and triangular capacity building activities.

The efforts are supported by the Global Environment Facility (GEF) and Green Climate Fund (GCF) funded projects “Strategic program to promote renewable energy and energy efficiency investments in the electricity sector of São Tomé and Príncipe” and “Building institutional capacity for a renewable energy and energy efficiency investment programme for Sao Tome and Principe”. It is also supported by the Global Network of Regional Sustainable Energy Centres (GN-SEC) programme, which is coordinated by UNIDO in partnership with various economic communities. The facilitation of joint learning and knowledge exchange between the Portuguese speaking countries, particularly in Africa, is an important focus of the network.

2. AIM OF THE PROJECT

UNIDO, in partnership with the Ministry of Public Works, Infrastructure, Natural Resources and Environment (MOPIRNA) in Sao Tome and Principe are implementing the above mentioned GEF and GCF projects. The projects aim to create an enabling environment for renewable energy and energy

¹ Include Angola, Brazil, Cabo Verde, Guinea Bissau, Mozambique, Portugal, São Tomé and Príncipe, Timor-Leste, Equatorial Guinea

efficiency investments by promoting combined interventions in the areas of policy and regulation, institutional capacity building, knowledge management, technology demonstration and pre-investment support. Under the umbrella of these projects, the UNIDO Small Hydro Power Guidelines and Mini-Grid Toolkit will be further streamlined and applied in Sao Tome and Principe, as well as other lusophone countries.

3. THE SCOPE OF THE PROPOSED CONTRACTED SERVICES, DELIVERABLES

UNIDO seeks support for the translation and final design of the following documents indicated in the table below. The translations shall be provided in *European* or *Brazilian* Portuguese (to be agreed at the beginning of the assignment). All translations need to be made to the highest quality, where no further editing by UNIDO should be required. The assignment will involve several rounds of quality assurance with UNIDO and project partners. The detailed scope of work is described in the table below.

TASKS	DELIVERABLES	TENTATIVE PAYMENT SCHEDULE
1. Inception meeting and work plan	The short work plan shall include a work-time diagram indicating the mile-stones of the assignment. The work plan requires approval by UNIDO and will guide the implementation of the assignment.	
2. Translation of the <i>UNIDO Small Hydropower Guidelines</i> from English to Portuguese (including several rounds of quality assurance)	The scope of the translation includes a.) the brochure, b.) the terms and definitions, c.) the design chapter (11 parts), the units chapter (6 parts), the construction chapter (2 parts), the management chapter (4 parts). The scope of the translation can be verified under: https://www.unido.org/our-focus-safeguarding-environment-clean-energy-access-productive-use-renewable-energy-focus-areas-small-hydro-power/shp-technical-guidelines . This document will be provided by the contractor fully edited, designed (incl. graphs) and ready to be published in Portuguese;	30% upon approval of the translated draft version of the guidelines (after review)
3. Translation of the <i>Clean Energy Mini-Grid Policy Development Guide and Templates</i> from English to Portuguese,	The scope of the translation includes the guide and the templates: a.) Concession Agreement, b.) EPC Agreement, c.) ESMP, d.) Mini-Grid Regulation, e.) RBF Grant Agreement. The scope of the translation of the guide and templates can be clarified under: https://www.ruralelec.org/publications/clean-energy-mini-grid-policy-development-guide This document will be provided by the contractor fully edited, designed (incl. graphs) and ready to be published in Portuguese;	30% upon approval of the translated draft version of the mini-grid guide and templates (after review)

4. Printable design of the <i>UNIDO Small Hydropower Guidelines</i> and <i>Clean Energy Mini-Grid Policy Development Guide</i> . UNIDO will provide the editable original design documents of the English versions.	Fully edited and designed documents (incl. graphs) ready to be published. This component can be outsourced to another provider if required.	40% upon approval of the final documents
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In addition, the contractor will be required to deliver the following:

All used raw files and sheets in editable form (e.g. xls). All files need to be handed over and become property UNIDO. UNIDO will receive the editable design documents of the translated documents. This will allow UNIDO to incorporate future changes.

4. GENERAL TIME SCHEDULE

The activities under this contract shall be completed within a period of four (4) months from the effectiveness of the contract. The proposed plan for implementation of activities and deliverables:

Deliverables	Months			
	1	2	3	4
Deliverable 1 – Work plan				
Deliverable 2 – UNIDO Small Hydropower Guidelines fully edited and designed				
Deliverable 3 - Clean Energy Mini-Grid Policy Development Guide and Templates fully edited and designed				
Deliverable 4 - Clean Energy Mini-Grid Policy Development Guide printable design				

5. COORDINATION AND REPORTING

The contractor will report to the UNIDO Project Manager and his team in the UNIDO Headquarters (Vienna) and will closely coordinate with the National Project Coordinators in São Tomé and Príncipe and Cabo Verde if required. Moreover, the contractor will coordinate closely with other UNIDO project partners if required for quality assurance (e.g. ARE, ALER).

6. PERSONNEL IN THE FIELD

While the presence of personnel in the field is not strictly required for this assignment, it will be considered an advantage nevertheless to have team members in Sao Tome and Principe. In this case, the bidders have to clearly state in their financial and technical proposals the specific tasks and related working days, both for the personnel in the field and home based.

7. LANGUAGE REQUIREMENTS

The working languages for this assignment will be both English and Portuguese.

8. EVALUATION and PERSONNEL QUALIFICATION

Received bids need to comply with and will be evaluated according to the following criteria:

MINIMUM ELIGIBILITY REQUIREMENTS		VALUE	SCORE
1	Immediate availability of the contractor;	Yes	qualify
		No	does not qualify
2	Translation company, institution or individual, registered as a legal entity with at least seven (7) years of translation experience (please provide a copy of the <u>Certificate of Incorporation</u>).	Yes	qualify
		No	does not qualify
3	Financial Strength of the company. Please provide the completed and signed <u>UNIDO Financial Statement Form</u> .	Yes	qualify
		No	does not qualify
4	Completed and signed Statement of Confirmation (Annex 1 to the TOR).	Yes	qualify
		No	does not qualify
5	Completeness of the technical and financial offer (e.g. CVs, track-record of translators, legal and financial documents, all-in price incl. all taxes)	Yes	qualify
		No	does not qualify
6	Official certifications for Portuguese translations are available (European or Brazilian type);	Yes	qualify
		No	does not qualify
7	The team leader demonstrates at least seven (7) years of experience in technical translation in Portuguese. Experience in energy field is an asset.	Yes	qualify
		No	does not qualify
8	At least one technical expert with experience in quality assurance of energy documents is part of the translation team. Particular experience in renewable energy, hydro power and mini-grids will be an asset.	Yes	qualify
		No	does not qualify
9	Track-record of the team with regard to the implementation of international translation projects with similar complexity and specialisation.	convincing	qualify
		poor	does not qualify
CRITERIA FOR THE QUALITY ASSESSMENT OF TECHNICAL OFFERS		VALUE	SCORE
1	Quality and coherence of the overall technical offer and efficiency of the proposed execution modality and team set-up;	convincing	40%
		regular	20%
		poor	0%
3	Quantity and quality of the provided track-record of the project team with regard to translations of similar complexity and specialisation;	good	30%
		regular	20%
		poor	0%
4	Scope of experience of the project team in translating technical documents related to area of energy, particularly renewable energy, small hydro power and mini-grids.	good	30%
		regular	20%
		poor	0%
MAXIMUM SCORE			100%

In accordance with UNIDO procurement rules the technical acceptable bid with the lowest (**all-inclusive**) price will be awarded. Only technical proposals with a quality score of 70% or more will qualify. UNIDO reserves the right to request additional information from bidders if necessary.

Application Procedure

Interested and qualified bidders shall submit their written proposals in Portuguese:

- Technical proposal (including proposed approach and methodology, work and activity plan, detailed CVs of experts, copies of university degrees, certifications, licenses as well as a proven track record of implemented translation assignments); bidders shall confirm that UNIDO will not need to do any editing of the translated documents²;
- Financial proposal in USD including all costs and taxes; offers without clearly stating the all-in price will be rejected; the offer shall indicate the price per translated page;
- Documents demonstrating the quality of the track-record of the project team with regard to the translation of similar documents, preferable in the area of energy.

Bidders are requested to submit their proposals by registering on the UNIDO e-procurement portal (<https://procurement.unido.org/>). In case of difficulties, please contact the UNIDO Help Desk at procurement@unido.org.

Further Information

- <https://www.unido.org/our-focus-safeguarding-environment-clean-energy-access-productive-use-renewable-energy-focus-areas-small-hydro-power/shp-technical-guidelines>
- <https://www.ruralelec.org/publications/clean-energy-mini-grid-policy-development-guide>
- GEF-UNIDO CEO Endorsement Document, <https://open.unido.org/projects/ST/projects/150124>
- GEF Project Website: <https://dgrne.org>
- www.gn-sec.net

¹**Important note to the bidders:** All the documents that need to be translated can be found as separate attachments within the request for proposal, consisting of two separate annexes to this ToR (i.e.: Annex_1_Mini-grid_Guidelines (ZIP Folder); Annex_2_SHP_Technical_Guidelines (ZIP Folder)).